

Child Care Provider Billing Application

For

State of New Hampshire



Department of Health and Human Services (DHHS)

Division of Housing and Economic Stability (DHES)

Bureau of Child Development and Head Start Collaboration (BCDHSC)

Child Care Provider Closures

Date: November, 2019

Important Changes to New Hampshire Child Care Scholarship Program Billing

Effective November 4, 2019 DHHS will allow child care providers to bill the New Hampshire Child Care Scholarship Program for designated closures, which include:

Thanksgiving Day;
Christmas Day;
New Year's Day;
12 hours of staff professional development training per calendar year;
12 hours of program closures per calendar year; and

Federal, state, or DHHS administrator declared disaster closure day(s)

DHHS Billing Indicators:

P – Present, **A** – Absent, **C** – Provider Closure, **T** – Staff Professional Development training, **H** – Holiday and **D** – DHHS declared Disaster closure.

Any hours billed "C", "T", "H" and "D" will be treated the same as Billing Indicator "P" with respect to determining the total hours billed on the claim and calculating the total paid for the claim.

DHHS will automatically populate the DHHS designated holiday in the web billing application each January 1st. The child care provider may bill for a **holiday** "H" when the program is closed for the holiday and the child was scheduled to attend. On the Claim Entry screen, the arrival and departure time must reflect the hours the child was scheduled to attend. The Billing Indicator "H" for the DHHS approved holiday will be reflected on the designated holiday. The Holiday indicator can be used on any time slot occurrence for the day. Billing Indicator "H" and "P" are the only allowable indicators on a claim day indicated as billable holiday. Billing indicators "T", "C" and "A" are not allowed.

Child care providers may bill up to 12 hours of staff professional development training and up to 12 hours of program closures per calendar year. The calendar year begins January 1st. Unused hours will not roll over. Providers determine the closure day and hours that best meet the program need. Some Examples of provider closures are Bereavement, Personal, Sick, Vacation, Weather etc. Calendar entries can be added for future dates. Entries on the Provider Calendar can be changed, as long as billing claims have not been saved, submitted or paid.

The child care provider must enter the program closure days and hours on the Provider Calendar. It is important to maintain an accurate Provider Calendar. The Provider Calendar for Closure and Training for Professional Development is located on the Provider Home Page. The Closure calendar day and hours are effective immediately upon saving the entry. Closures can only be billed on the web billing application. No paper claims will be allowed. Providers will not be able to bill for closures until the provider calendar day and hours have been entered and saved. The calendar may be updated or

adjusted as needed. However, if a billing claim has been saved, submitted or paid based on the closure calendar, the provider will not be able to edit those specific closure hours. The provider must notify the Bureau of Child Development and Head Start Collaboration (BCDHSC) Provider Relations immediately, at 271-4242 if a billing claim is submitted incorrectly for Employment Related Child Care or Division of Children Youth and Families (DCYF) Provider Relations at 271-4954 for Protective or Preventive child care. Once the incorrect billing claim is adjusted by DHHS, the provider closure hours will be returned to the child care provider's closure account.

The child care provider may bill for **professional development training hours** when the program is closed for professional development training and the child was scheduled to attend. On the Claim Entry screen, the arrival and departure time must reflect the hours the child was scheduled to attend. The Billing Indicator "T" for the provider training closure day and hours will be reflected on the designated training closure day. Billing Indicator "T" is only allowable on a claim day/time indicated as training on the provider's training calendar. "T" can only be used on a time slot occurrence that falls within the specified start and end times on the calendar.

The child care provider may bill for **closure hours** when the program is closed and the child was scheduled to attend. On the Claim Entry screen, the arrival and departure time must reflect the hours the child was scheduled to attend. The Billing Indicator "**C**" for the provider closure day and hours will be reflected on the designated closure day. Billing Indicator "**C**" is only allowable on a claim day/time indicated as a closure on the provider's closure calendar. "**C**" can only be used on a time slot occurrence that falls within the specified start and end times on the calendar.

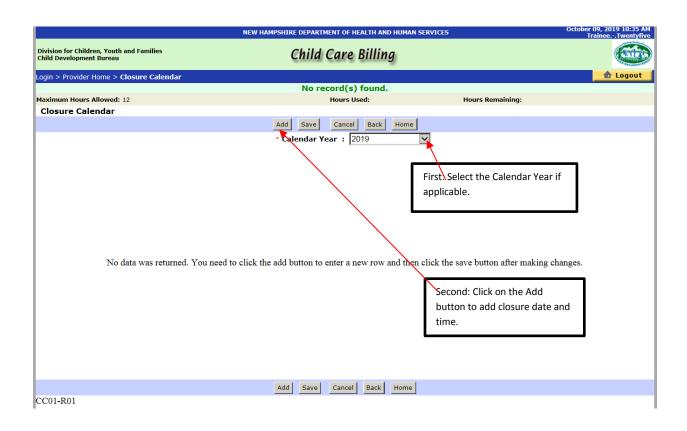
DHHS will populate the **DHHS declared Disaster** closure on the web billing application. The child care provider may bill for DHHS declared Disaster closure days when the provider is closed due to the DHHS declared closure and the child was scheduled to attend the program. On the Claim Entry screen, the arrival and departure time must reflect the hours the child was scheduled to attend. The Billing Indicator "**D**" for the DHHS declared Disaster will be reflected on the designated closure day. "**D**" is only allowable on a claim day indicated as a billable disaster. "**D**" can be used on any time slot occurrence for the day.

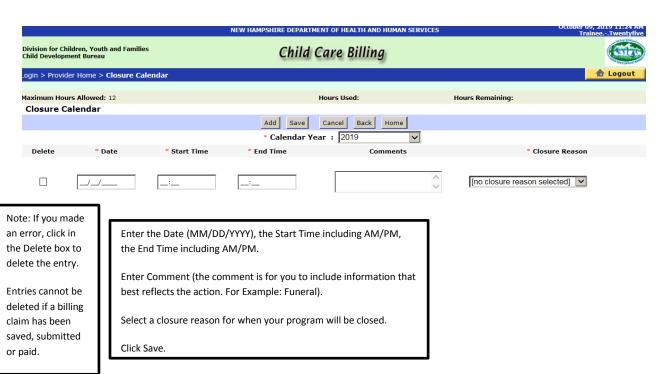
Please note: When the child is scheduled to attend the program, it is important to capture ALL hours on a claim day to reflect child attendance. Therefore, multiple Billing Indicators and Occurrences can be indicated on a claim day. For example Present (P), Absent (A) Closure (C) Training (T) etc.

Child Care Provider Web Billing Application

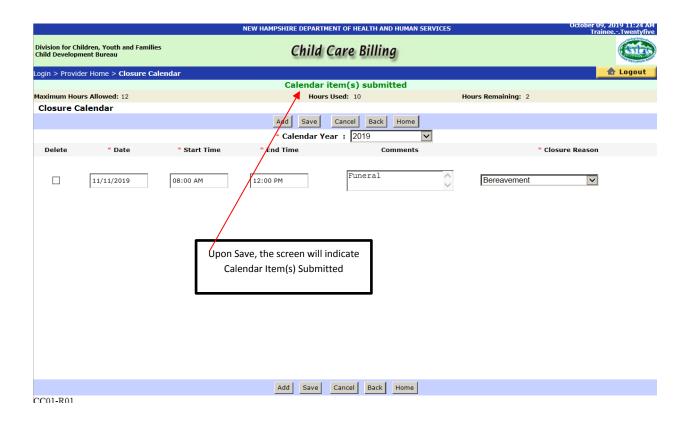
Child Care Provider Home Page

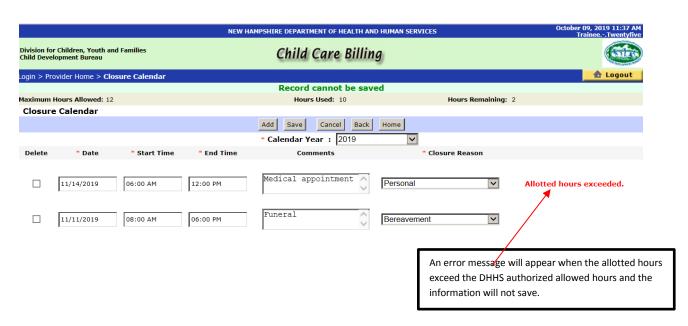




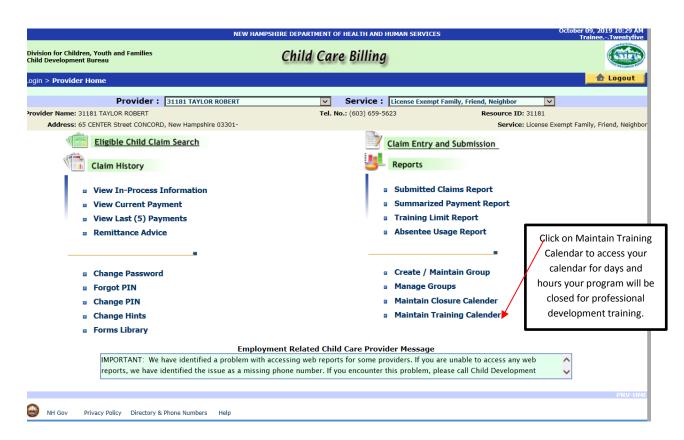


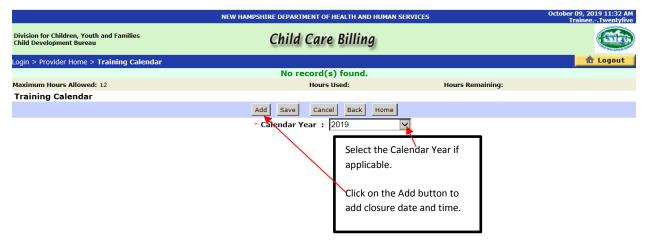
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